

AI Policy

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Statement of intent

The purpose of this policy is to provide clear expectations for the safe, responsible, ethical and effective use of Artificial Intelligence (AI) at Grey Court School.

AI has the potential to support teaching, learning, accessibility, administration and staff workload. However, AI also presents significant risks, particularly in relation to safeguarding, online safety, misinformation, privacy, academic integrity, cyber security and the wellbeing of children and young people.

Grey Court School will therefore take a safety first and child centred approach to AI.

This policy applies to:

- all teaching and support staff;
- students in Years 7–13;
- parents/carers where their use of AI relates to school activities;
- contractors and external providers working with the school;
- AI accessed through school devices, accounts or networks;
- AI accessed through personal devices where the use relates to school work or school activities.

The policy applies to generative AI, including tools capable of generating or manipulating:

- text;
- images;
- audio;
- video;
- computer code;
- presentations;
- data or analysis;
- conversational or chatbot responses.

It also applies to AI features embedded within other software and educational platforms.

Definitions

Artificial Intelligence (AI)

Technology that enables computer systems to perform tasks which would ordinarily require aspects of human intelligence, such as generating content, recognising patterns, analysing information or responding to questions.

Generative Artificial Intelligence (GenAI)

AI capable of generating new content such as text, images, video, audio or computer code.

AI chatbot

A system which allows a user to interact with an AI model through a conversational interface.

AI-generated content

Content produced wholly or partly by an AI system.

AI-generated or manipulated imagery

Images or video created or altered using AI. This includes deepfakes and, where relevant, digitally generated sexual imagery.

Approved AI tool

An AI service which has been reviewed and approved by the school through the appropriate IT, safeguarding and data protection processes.

AI detection tool

A tool which attempts to identify text or other content that may have been generated using AI. AI detection results are indicators only and must not be treated as conclusive evidence.

Vision, principles and aims

Grey Court School recognises that AI is becoming an increasingly important part of education, employment and wider society.

The school will seek to ensure that students develop the knowledge and skills required to understand and use AI responsibly while ensuring that technology does not undermine children's safety, learning, wellbeing or independence.

Our approach is based on the following principles:

1. Safeguarding first

The safety and wellbeing of children must take priority over the potential benefits of AI.

2. Human judgement

AI should support, not replace, the professional judgement of staff or the independent thinking of students.

3. Educational purpose

AI should only be used where there is a clear educational, administrative or operational benefit.

4. Privacy and security

Personal, sensitive or confidential information must not be entered into AI systems unless the system has been appropriately approved.

5. Academic integrity

Students must submit work which represents their own knowledge, understanding, skills and thinking in accordance with the requirements of the task and relevant examination regulations.

6. Critical thinking

AI-generated information must be treated critically. AI can produce inaccurate, biased, misleading or fabricated information.

7. Equality and inclusion

AI should not create or widen educational disadvantage and should be used appropriately to support accessibility and SEND needs.

8. Transparency

Where AI is permitted in assessed or submitted work, its use must be acknowledged in accordance with school and examination-board requirements.

Acceptable use of AI for staff

Staff may use approved AI tools to support their professional work.

Examples include:

- planning lessons;
- generating ideas for activities;
- creating draft teaching resources;
- creating retrieval practice and quiz questions;
- generating examples and model answers;
- suggesting differentiation strategies;
- creating accessible versions of material;
- generating ideas for SEND support;
- drafting newsletters and general communications;
- generating administrative templates;
- summarising non confidential information;
- generating initial drafts of documents;
- generating feedback suggestions;
- supporting professional development;
- assisting with grammar, spelling and accessibility;
- brainstorming ideas for curriculum development.

AI-generated material must always be checked, edited and evaluated by the member of staff before it is used.

The staff member remains responsible for the accuracy, appropriateness and quality of the final material.

Unacceptable use of AI for staff

Staff must not:

- enter personal, sensitive or confidential information into an unapproved AI tool;
- enter pupil names, addresses, photographs, medical information, safeguarding information, SEND information, assessment information or other identifiable data into an unapproved AI system;
- use AI as the sole basis for a safeguarding decision;

- use AI to make final professional judgements about a child's behaviour, attainment, SEND needs or welfare;
- use AI as the sole marker or assessor of student work where professional judgement is required;
- use an unapproved AI tool with a school email address;
- install AI applications, extensions or software on school managed devices without permission;
- require students to use an AI tool which has not been approved;
- copy AI-generated material directly into teaching resources without checking it;
- use AI to generate discriminatory, offensive, harmful or inappropriate material;
- use AI in a manner that breaches copyright or intellectual property law;
- use AI to create misleading communications which could reasonably be mistaken for genuine school communications;
- use AI to impersonate a colleague, parent, student or other individual;
- use AI to generate or manipulate images of students or staff inappropriately.

Acceptable use of AI for students

AI use by students is permitted only where the teacher or school has explicitly allowed it.

Where permitted, examples may include:

- asking AI to explain a difficult concept;
- generating revision questions;
- generating practice quizzes;
- brainstorming ideas;
- practising coding or problem solving;
- checking spelling or grammar where permitted;
- undertaking structured classroom activities designed to develop AI literacy.

Teachers may decide that a particular lesson, assignment or assessment must be completed without AI. Students must always follow the specific instructions given by their teacher.

Unacceptable use of AI for students

Students must not:

Use AI to cheat

Students must not submit AI-generated or AI-assisted work as their own where such use has not been permitted.

This includes:

- copying AI-generated answers;

- paraphrasing AI-generated answers so that they appear to be their own;
- using AI to complete an assignment;
- using AI to generate essays, coursework or solutions where this is not permitted;
- using AI to complete assessed work in a way which means it no longer represents the student's own work.

Use AI to bypass school systems or rules

Students must not use AI to:

- bypass school filtering;
- circumvent security controls;
- obtain passwords or credentials;
- access restricted systems;
- hack or attack school systems;
- facilitate other behaviour prohibited by school policy.

Create harmful or abusive content

Students must not use AI to create, edit or distribute:

- bullying or harassment;
- threats;
- discriminatory material;
- extremist or violent material;
- malicious misinformation;
- impersonation;
- deepfakes intended to harm or deceive;
- humiliating or abusive images;
- sexualised images of another person;
- AI-generated nude or semi-nude images.

Share personal information

Students must not provide AI systems with:

- their own personal information where this is not necessary or authorised;
- another person's name or personal details;
- addresses or contact details;
- photographs of other students or staff;
- school safeguarding information;
- passwords or account information.

Use AI as a substitute for thinking

Students should not rely on AI as their only source of information. AI can generate convincing but inaccurate or fabricated information.

Students should be taught to:

- question AI-generated information;
- verify important information;
- use reliable sources;
- identify bias;
- recognise that AI does not necessarily understand whether an answer is true.

Safeguarding and online safety

AI is an evolving online-safety issue and must be considered as part of Grey Court School's wider safeguarding arrangements.

KCSIE 2026 identifies technology as a significant component in many safeguarding and wellbeing issues and specifically references AI-generated and digitally altered sexual imagery, including deepfakes and deep nudes.

Potential safeguarding risks associated with AI include:

- exposure to inappropriate or harmful content;
- sexual content;
- AI-generated sexual imagery and deepfakes;
- bullying and harassment;
- grooming and exploitation;
- manipulation;
- misinformation and disinformation;
- harmful or dangerous instructions;
- extremist content;
- encouragement of self harm or other harmful behaviour;
- emotional dependency or inappropriate relationships with AI systems;
- inappropriate collection or use of children's personal information;
- cybercrime and attempts to circumvent school security;
- impersonation and fraudulent communications.

Any concern involving a student and AI which may affect their safety or wellbeing must be reported in accordance with the school's safeguarding procedures.

Staff should not attempt to conduct their own safeguarding investigation where a concern has been identified. The DSL or deputy DSL should be consulted.

AI-generated sexual imagery

The creation, possession, sharing or distribution of sexualised or nude/semi-nude AI-generated images involving children is a serious safeguarding concern.

Where staff become aware of such material:

- they must follow the school's safeguarding procedures;
- the DSL must be informed;
- staff should not forward, copy or distribute the material;
- the school will respond in accordance with KCSIE, safeguarding procedures and relevant legal requirements.

AI and harmful content

If an AI system produces content which appears harmful, sexually explicit, abusive, discriminatory, extremist or otherwise unsafe for a child, students should stop using the system and report the concern to a member of staff.

Filtering and monitoring

Where students are permitted to use AI systems through school networks or devices, appropriate filtering and monitoring arrangements must be in place.

DfE's filtering and monitoring standards apply to online safety within schools and explicitly include the need to consider generative AI.

Grey Court School will:

- maintain appropriate filtering and monitoring arrangements;
- review the effectiveness of filtering and monitoring at least annually;
- consider AI-related risks when reviewing online safety;
- ensure that relevant staff understand their responsibilities;
- investigate significant filtering or monitoring incidents;
- consider AI services as part of technology and safeguarding risk assessments.

Filtering and monitoring will not replace supervision, professional judgement or the school's safeguarding procedures.

AI and assessment, coursework, NEA and examinations

Students must follow the requirements of the relevant awarding organisation and the instructions provided by their teacher.

For qualification assessments, the central principle is that students must submit work which is their own.

JCQ guidance states that students must not use AI to produce material for assessments which they then take credit for as their own. It also requires students to acknowledge permitted AI use appropriately.

AI misuse may include:

- copying or paraphrasing AI-generated content;
- using AI to complete part of an assessment;
- using AI to produce analysis, evaluation or calculations which should be the student's own;
- failing to acknowledge permitted AI use;
- presenting AI-generated content as the student's own work.

Where AI use is permitted within an assessment, students must retain appropriate evidence of how the AI was used where required by the awarding organisation.

JCQ guidance states that, for relevant NEA work, candidates may be required to retain a copy of AI-generated content and explain how it has been used.

Students should therefore be told clearly for each assessment whether AI is:

Not permitted

No AI assistance may be used.

Permitted for specific purposes

AI may be used for clearly identified purposes, such as brainstorming or checking language.

Permitted with acknowledgement

AI may be used within the boundaries specified by the teacher/exam board, with appropriate acknowledgement.

The requirements of the relevant awarding organisation take precedence where they differ from this policy.

AI detection and investigating suspected misuse

Grey Court School may use Turnitin or other approved tools as part of its approach to academic integrity.

However, AI detection software is not definitive evidence that a student has used AI.

There will be no fixed AI-detection percentage which automatically constitutes malpractice.

Where there is a concern about possible AI misuse, staff should consider a range of evidence, including:

- the submitted work;
- the student's previous work;
- drafts and planning;
- the student's ability to explain the work;
- the student's knowledge and understanding;
- the nature of the assessment;
- the instructions given to the student;
- any permitted AI acknowledgement;
- relevant Turnitin or other detection information.

A detection score may contribute to a concern but must not, by itself, be treated as proof of malpractice.

Where appropriate, the student should be given an opportunity to explain how the work was produced.

Possible steps may include:

- discussing the work with the student;
- asking the student to explain their process;
- reviewing drafts or planning;
- asking the student to reproduce work under supervised conditions;
- referring the matter to the subject leader, Exams Officer or senior staff member;
- following the school's malpractice procedures.

For examination and qualification work, the relevant JCQ and awarding-organisation procedures must be followed.

Fairness and due process

Students suspected of inappropriate AI use will be treated fairly.

The school will:

- explain the concern to the student where appropriate;
- allow the student an opportunity to respond;
- consider relevant evidence;
- avoid relying solely on AI-detection software;
- apply relevant school and examination procedures;
- take account of reasonable adjustments and SEND needs where relevant.

AI detection results must not be treated as an automatic finding of dishonesty or malpractice.

Acknowledging use of Generative AI

Where AI use is permitted, students must acknowledge it in the manner specified by their teacher or the relevant awarding organisation.

An acknowledgement should normally identify:

- the AI tool;
- the provider;
- the version where available;
- the nature of the assistance provided.

For example:

I acknowledge the use of Microsoft Copilot to help proofread my work and identify grammatical errors. I reviewed and amended all suggested changes myself.

Where AI has generated substantive content, students must describe this accurately.

Students must not claim that AI was used only for proofreading when it was actually used to generate ideas, content, analysis or other substantive parts of the work.

Data protection, privacy and information security

AI systems can create significant data protection and information-security risks.

Staff and students must not enter personal or confidential information into AI systems unless the system has been specifically approved for that purpose.

Personal information includes, but is not limited to:

- names;
- addresses;
- contact details;
- dates of birth;
- student numbers;
- photographs;
- medical information;
- SEND information;
- safeguarding information;
- behaviour information;
- assessment data;
- staff information;
- parent information.

Curriculum, teaching and learning

Grey Court School will seek to develop students' understanding of AI as part of their wider digital and information literacy.

Students should increasingly understand:

- what AI is and how it works at an appropriate level;
- the strengths and limitations of AI;
- hallucinations and inaccurate outputs;
- bias;
- misinformation and disinformation;
- privacy and data protection;
- copyright and intellectual property;
- academic integrity;
- online safety;
- deepfakes and manipulated media;
- responsible use of AI;
- the potential impact of AI on society and employment.

AI should support learning rather than replace it.

Teachers should consider whether the use of AI in a particular activity will genuinely support the intended learning objective.

DfE guidance emphasises that general purpose AI can simply provide answers rather than helping children learn, and that the teacher pupil relationship and human expertise remain central to education.

Procurement and approved AI tools

No member of staff should introduce a new AI tool for school use without appropriate approval.

Before an AI tool is approved, the school should consider:

- educational purpose;
- age suitability;
- safeguarding;
- content moderation;
- filtering;
- monitoring;
- data protection;
- cyber security;
- data retention;
- data location;
- intellectual property;
- accessibility;
- integration with existing school systems;
- provider terms and conditions;
- whether the provider complies with relevant DfE safety expectations.

Grey Court School will maintain a list of AI tools approved for school use. Staff and students must only use AI tools in accordance with the permissions and restrictions established by the school. The list will be reviewed periodically. Approval may be withdrawn where a tool changes its functionality, terms, data practices or risk profile.

Staff training and support

The school will provide appropriate training on:

- the opportunities and limitations of AI;
- safe and effective use;
- safeguarding;
- online safety;
- data protection;
- copyright;

- academic integrity;
- AI detection limitations;
- misinformation and hallucinations;
- appropriate classroom use;
- SEND and accessibility;
- cyber-security risks.

Staff are expected to keep their knowledge up to date as AI technology and guidance develop.

If there are any questions regarding the use or implementation of AI, please contact Mr Jacob or the network manager.

Monitoring, reporting and review

The school will monitor:

- significant AI-related safeguarding incidents;
- inappropriate student use;
- staff use of AI;
- data protection concerns;
- cyber-security incidents;
- academic malpractice;
- effectiveness of filtering and monitoring;
- approved AI tools;
- emerging DfE, JCQ and awarding-organisation guidance.

Technology and associated risks change rapidly. The school will therefore review its approach to AI at least annually and sooner where significant changes in technology, law, safeguarding guidance or examination regulations occur.

Misuse of AI may be addressed under the school's Behaviour Policy, Acceptable Use Policy, Exams Policy, Safeguarding Policy or other relevant procedures.

Related policies and guidance

- Acceptable Use Policy
- Safeguarding Policy
- Online Safety Policy
- Data Protection Policy
- Behaviour Policy
- Teaching & Learning Policy
- Exams Policy
- Keeping Children Safe in Education 2026
- DfE Generative Artificial Intelligence in Education

- DfE Generative AI: Product Safety Standards
- DfE Filtering and Monitoring: Core Standard
- JCQ AI Use in Assessments guidance
- Relevant awarding organisation regulations